

# City of Seattle

## COMPREHENSIVE PLAN AMENDMENT APPLICATION



The use of this application is appropriate when a change in the specific text in the adopted City of Seattle Comprehensive Plan is desired. Applications are due to the Department of Planning and Development (DPD) no later than 5 p.m. on January 20<sup>th</sup> for consideration in the same calendar year. If January 20<sup>th</sup> falls on a weekend, the deadline is the Friday closest to that date. Any proposals received after January 20<sup>th</sup> will fall into the review process for the following year.

(Please Print or Type)

FOR OFFICE USE  
ONLY

Application Received (stamp)

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Contact (if not applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

If Applicable, Name of General Area/ Location/ Site which would be affected by this proposed change in text (attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_

If the application is approved for further consideration by the City Council, the applicant may be required to submit a State Environmental Policy Act (SEPA) checklist. Acceptance of this application does not guarantee final approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **REQUIRED QUESTIONNAIRE: Comprehensive Plan Amendment Application**

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Please answer the following questions in text and/or graphic form and attach them to the application. Answer all questions separately and reference the question number in your answer. **An application will be considered incomplete unless all the questions are answered.\***

- 1) Provide a detailed description and explanation of the proposed text amendment. Include the Element (Land Use, Transportation, etc) and the specific goal or policy to be amended.
  - a) If the amendment is to an existing goal or policy, please show proposed edits in “line in/line out” format with text to be added indicated by underlining, or text to be deleted indicated with ~~strikeouts~~.
  - b) If the amendment would also require a change to the Seattle Municipal Code, please indicate the section needing the change and suggested edits to the code language in “line in/line out” format.
- 2) Describe how the issue is currently addressed in the Comprehensive Plan. If the issue is not adequately addressed, describe the need for it.
- 3) Why is the proposed change the best means for meeting the identified public need? What other options are there for meeting the identified public need?
- 4) What do you anticipate will be the impacts caused by the change in text, including the geographic area affected and the issues presented? Why will the proposed change result in a net benefit to the community? If not, what type of benefit can be expected and why?
- 5) How would the proposed change comply with the community vision statements, goals, objectives, and policies of the Comprehensive Plan? Include any data, research, or reasoning that supports the proposed amendment.
- 6) Is there public support for this proposed text amendment (i.e. have you conducted community meetings, etc.)? Note: All applications will be subject to full public participation, notice, and environmental review.

\* Demonstration that a change to the Comprehensive Plan is required lies solely upon the proponent. The greater the degree of change is proposed, the greater will be the burden of showing that the change is justified. This questionnaire will be used to evaluate each request and compare it to the Comprehensive Plan threshold criteria.

**Your Comprehensive Plan Amendment Application must be received by DPD no later than 5 p.m. on January 20<sup>th</sup> to be considered in that calendar year. Please send it to:**  
**DPD Comprehensive & Regional Planning, ATTN: Tom Hauger,**  
**700 Fifth Avenue, Suite 2000, P.O. Box 34019, Seattle, WA 98124-4019**